



**STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

220 French Landing Drive
Nashville, TN 37243
(615) 741-6642

**BILL HASLAM
GOVERNOR**

**BURNS PHILLIPS
COMMISSIONER**

JOB DESCRIPTION

Grants Program Manager (Executive Service)

GRANTS OPERATIONS: Provide operational, procedural and technical business support to award recipients, program staff and other stakeholders to include:

- Where applicable, establishes priorities, and organizes work flow for grants analyst to ensure unit goals are met.
- Oversees, prepares and/or maintains complete and accurate records and reports.
- Oversees, prepares and/or maintains a variety of standard reports, databases, etc. relative to grants development and administration.
- Develops, maintains, and/or updates complex grant spreadsheets/databases.
- Compiles information/reports on grants and grant programs for various stakeholders.
- Utilizes various software programs, such as word processing, spreadsheets, databases, etc.
- Participate in on-site reviews and analyses of grant recipient program to determine compliance to pertinent federal, state and other regulations and provision of contracts.
- Investigates complaints and develops corrective recommendations for identified problems.

GRANTS MANAGEMENT DATA SYSTEM ADMINISTRATION: Manage overall grants management systems data maintenance and reporting to include:

- Ensures grant reporting system(s) is adequate to meet compliance requirements.
- Develop/maintain grant monitoring procedures and processes for grants management systems (Grants4TN and Geosol AIFT).
- Develop and provides training for internal and external grants management systems users.
- Develops, maintains, and/or updates grants management systems reports.

TRAINING AND TECHNICAL ASSISTANCE (FISCAL) Provide overall grants management training and technical assistance efforts to include:

- Develops and provides statewide training (such as but not limited to: the grant application process, compliance training, etc.), for stakeholders.
- Provides technical assistance pertaining to grant policies, procedures, guidelines, and programs.
- Provides process related guidance and advice to management and/or other statewide groups.
- Makes recommendations on improvements which recipients should make to more properly execute provisions of grant contracts.

POLICY: Development and management of grants related policies (fiscal) to include:

- Working knowledge of regulatory policies to develop and/or assist in the developing or writing of policies pertaining to grants.
- Analyzes pertinent policies and procedures to make recommendations for improvements.